

Part 1 (20 Marks)

2 marks each question

Chipit Potatoes(example)

1. Tony/ Mr Wright
2. 31st August
3. (about) 10.30
4. Medium sized van.
5. Large red ones/King Edward
6. Chips (for chip shops)
7. 145
8. Manchester
9. 077 834 86612
10. PT25439

Part 2 (20 marks)

2 for each correct answer, ticked, crossed, circled, underlined or whatever.

1. C Yes, I am.
2. A Good idea.
3. C Thank you.
4. A Neither did I.
5. C Certainly.
6. B That's fine.
7. B She's very nice.
8. C Nor is mine.
9. C How do you do?
10. A Here they are.

Part 3 (30 marks)

- Fax response should contain the following:
- To: Susie Allen, Snowflake Technology 1
- Fax no.: 01870 567895 1
- From: Master Software 1
- Fax no.: 01335 665 665 1
- Date: suitable / correct format dd.mm.(yy)yy, after 18/08/12 1
- Dear Ms Allen / Dear Susie 2
- Subject: same words can be repeated or alternative appropriate words 2
- One site courses are available, dependent on suitability of venue 4
- The prices are £440 per person for 10+ 3
- We can offer all levels for all abilities 3
- We offer FrameMaker and Robohelp 3
- There is online help available after the programme 3
- Grammar, layout and style 5

Up to - 9 for a lot of irrelevant information

Part 4 (30 marks)

Email must include:

- To: Claire Tompkin, Intel Technology 1
- Subject: Exhibition 1
- Thanks for the enquiry 2
- Prices of courier service 5
- Confirmation that equipment can be moved 5
- Confirmation of guarantee 5
- Confirmation they can be collected Friday morning 5
- Appropriate ending to the email 2
- Appropriate sign off from invented name / student's own name 2

Business Level 2 (Intermediate) 2013

Key and Mark Scheme

- Style and layout

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SAMPLE